

**Information Management**

**DATA MANAGEMENT AND STANDARDS PROGRAM**

This regulation establishes the United States Transportation Command (USTRANSCOM) Data Management and Standards Program, assigns responsibilities, sets policies for the execution of this program, and identifies activities which constitute the program. It applies to USTRANSCOM organizations including the component commands where USTRANSCOM corporate or joint data is concerned, otherwise the component commands will respond to their directives. This regulation implements the provisions of Department of Defense (DOD) Directive 5000.11 and Joint Chiefs of Staff (JCS) Pub 6.03-15. It also incorporates the provisions of Army Regulation (AR) 25-9 and Air Force Regulation (AFR) 4-29.

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## Chapter 1

### INTRODUCTION

**1-1. Purpose of the Policy.** The purpose of this regulation is to establish a United States Transportation Command (USTRANSCOM) Data Management Program, define the USTRANSCOM policy regarding data management, and assign responsibilities and relationships for data administrators and database administrators. Data and information that are communicated and shared across organizational boundaries will conform to the policies and standards outlined in this regulation.

**1-2. References.** References are listed in attachment 1 and include DOD, JCS, Services, and USTRANSCOM Component Command (TCC) data management policy documents.

**1-3. Acronyms.** Acronyms are defined in attachment 2.

**1-4. Data Management Program Goals and Objectives.** The goals and objectives of the USTRANSCOM Data Management Program are the following:

a. Promote the sharing of data across USTRANSCOM internal and external boundaries by establishing and maintaining data standards.

b. Ensure compatibility with DOD, JCS, Services, and TCC data management standards.

c. Ensure mission-critical data requirements of commanders and decision makers are identified and supported.

d. Establish data-related interoperability as required among application systems.

e. Establish standards for accuracy, security, and synchronization of data in USTRANSCOM databases and application systems.

f. Establish and maintain USTRANSCOM information models to identify and manage USTRANSCOM data and application system requirements and developments.

g. Establish and maintain the TCDD.

h. Establish a management structure for the USTRANSCOM Data Management Program, to include a USTRANSCOM Data Administrator (DA) and a USTRANSCOM Database Administrator (DBA).

## Chapter 2

### DATA MANAGEMENT POLICY

**2-1. Data Management Policy.** The USTRANSCOM policy on data management is as follows:

a. **Information Resources Management (IRM) and Information Sharing.** Information is a corporate resource that will be managed and shared by USTRANSCOM and its component commands. Long-range data planning will guide data management efforts and regulate the design, development, interface, integration, and maintenance of the USTRANSCOM information architecture and all associated system architectures, such as the Joint Operation Planning and Execution System (JOPES) and the Global Transportation Network (GTN).

b. **Data Requirements Identification.** Data requirements will be identified and documented using information engineering principles. Management plans documenting data requirements and incorporating data management principles will be developed at all organizational levels and included in appropriate command initiatives.

c. **Data Design.** Data structuring will be based upon information architectures, data models, and data element standards outlined in this regulation.

d. **Automated Systems.** All automated system designs, developments, implementations, modifications, modernizations, and life cycle management that requires interoperability with USTRANSCOM will be in accordance with the USTRANSCOM Data Management and Standards Program. Exemptions and waivers to the program will be provided on a case-by-case basis. A biannual review of exemptions and waivers from data standards and other data management requirements will be conducted.

e. **Data Control.** Data access, security, and integrity requirements will be developed and enforced at all levels by DAs and DBAs.

f. **Program Effectiveness Reviews.** Periodic reviews will be made to evaluate the effectiveness of the data management program.

g. **Training Requirements.** Training requirements for data management will be identified. Appropriate training courses will be identified and developed.

h. **Contracts.** Data management clauses will be required within contract solicitations relating to systems development or maintenance. This includes the terms and conditions which will ensure that requirements of applicable USTRANSCOM data standardization regulations are met.

i. **Data Standards.** The USTRANSCOM data standards are the following:

(1) **Use of standard data elements.** All new and modified application systems and databases will use standard data elements. Existing data elements will remain in use in operational systems and carried as aliases in the TCDD until the data elements are revised over time through system modernization.

(2) **Worldwide Military Command and Control System (WWMCCS)/JOPES data.** The data elements in the USTRANSCOM information systems that contain strate-

gic information and data used by WWMCCS/JOPES will conform to the data element standards prescribed in JCSP 6-03.15, "Data Administration in the WWMCCS Information System," and contained in Warfighting and Intelligence Systems Dictionary for Information Management (WISDIM).

(3) **Transportation data.** The data in USTRANSCOM transportation systems containing transportation and logistics data and those that interface with commercial systems will interface with Electronic Data Interchange (EDI) standards as prescribed in the EDI standards documents. Government systems containing transportation and logistics data will interface with USTRANSCOM transportation systems using the data formats prescribed in DOD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP). These systems will eventually migrate to EDI standards.

(4) **Interface data.** Data that is shared between Joint systems and USTRANSCOM systems will conform to the data standards prescribed in JCSP 6-03.15 and WISDIM. Data element translation is the responsibility of the organizations owning systems interfacing with WWMCCS/JOPES. The TCDD will contain cross-reference tables for these data elements in the following order:

(a) That are WWMCCS/JOPES related standard data elements.

(b) That are MILSTAMP related standard data elements.

(c) That are EDI related standard data elements.

### 2-2. Data Management Responsibilities:

a. **Data Administration.** USTRANSCOM's TCJ3/J4 (Operations and Logistics Directorate) is assigned this responsibility as the Command DA. The DA will develop and maintain data policy, procedures, and standards, perform data management duties for the command, and serve as a liaison between functional and technical personnel. Subordinate DAs will be established throughout the command at all appropriate levels, including at the component commands, to enforce local compliance to standards and perform local data management activities.

b. **Database Administration.** A USTRANSCOM DBA will be designated to implement database standards, perform database duties for the command, serve as a liaison between functional and technical personnel, and coordinate with the Command DA. Subordinate DBAs will be established throughout the command at all appropriate levels, including the component commands, to ensure controlled database development, implementation, and maintenance, and to enforce local compliance with standards.

**2-3. Data Management Activities.** Activities performed in support of data management for automated systems that require interoperability with USTRANSCOM are documented in attachment 3.

### Chapter 3

#### ROLES AND RESPONSIBILITIES

##### 3-1. Data Management Roles Within the Organization:

a. USTRANSCOM organizations and the TCCs will apply the policies and concepts outlined in this regulation to the management of USTRANSCOM corporate data and are encouraged to apply these same policies to the management of TCC unique data.

b. The Commander, USTRANSCOM, and the TCC Commanders, or their designated representatives, will:

(1) Serve as the Senior Transportation Command Policy Officials and establish guidance and direction for data management with overall responsibility for implementation of USTRANSCOM's Data Management and Standards Program. Additional documents that may impact the TCC Commanders are those listed in attachment 1, or TCC specific data management, administration, or standards programs.

(2) Appoint a Command DA who will:

(a) Develop and implement guidance and procedures to support the USTRANSCOM data management program.

(b) Work with counterpart organizations and the USTRANSCOM Requirements Office to develop the TCDD that will be used as the basis for developing guidance and implementing data management.

(c) Coordinate the approval and use of the TCDD.

(d) Establish guidance for designing, developing, integrating, and controlling data architectures, and developing enterprise and information models.

(e) Conduct biannual review of exemptions and waivers of data standards and other data management requirements.

(3) Perform management reviews to evaluate the data management program. These reviews are important for the USTRANSCOM Data Management and Standards

Program to be functional and effective. All levels of DAs will seek opportunities to conduct data management reviews through existing review forums; e.g., by the USTRANSCOM Requirements and the System Management Offices.

(4) Identify the requirements for IRM and data standardization in all software or database contract solicitations. Command DAs must be involved in the development of solicitations involving the development or use of command data resources and participate in the evaluation of any resulting contract proposal.

(5) Appoint a Command DBA. The DBA is a primary enforcer of data management policies and procedures. System or application DBAs assist the Command DBA in fulfilling this role. The DA, DBA, and user roles are listed in attachment 4.

3-2. USTRANSCOM DA/DBA Hierarchy. The DA/DBA organization is layered. The following paragraphs describe the relationships between the DAs and DBAs and their respective organizational roles and associated applications and databases. These paragraphs also describe the Command DA/DBA coordination process.

a. Intra-Command. The USTRANSCOM intra-command relationship is described in attachment 5.

b. Inter-Command. The USTRANSCOM Command DA and DBA will:

(1) Coordinate with each of the TCC's DA and DBA for the purpose of developing a dialogue that is pertinent to the exchange of information for a complementary data management program.

(2) Ensure the TCCs' logical data models are consistent with the logical data model that is developed by USTRANSCOM.

## Chapter 4

### PROGRAM IMPLEMENTATION

**4-1. USTRANSCOM Corporate Data Dictionary (TCDD).** The TCDD is the central repository of metadata. It is the tool that information class proponents and Command DAs will use to capture and maintain information critical for data management. The purpose and objectives of this system are described in attachment 6.

**4-2. Quality Control:**

a. Quality control procedures include:

(1) Information management plans. Information initiatives will address data management requirements. Initiatives must contain plans for standardizing data, where applicable. TCJ3/J4 (at appropriate levels) will review all initiatives in accordance with the USTRANSCOM data management program to ensure that data issues are addressed before funding is approved.

(2) The Command DAs will provide data manage-

ment criteria to review committees (e.g., USTRANSCOM Global Transportation Management (GTM) Board or the USTRANSCOM GTN Technical Panel) for use during automated systems reviews.

b. Systems development. Command DAs will ensure that system development efforts satisfactorily address the following data issues:

(1) Development planning. Identify data requirements for new automated systems during the definition and design phases.

(2) Installation control. The DBA will obtain approval for new standard elements from the DA prior to scheduling an installation date for a database or automated systems.

(3) Incorporate timeliness and accuracy requirements. Ensure the accuracy, reliability, and proper use of data through the use of audits and internal controls.

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**DATA MANAGEMENT AND STANDARDS REFERENCES**

DODD 5000.11, Standardization Policies, Objectives, and Responsibilities for DOD Data

DOD-STD-7935, Automated Information Systems (AIS) Documentation Standards

JCS Pub 6-03.15, Data Administration in the WWMCCS Information System

USTRANSCOMR 205-1, Information Security Program Regulation (Supplements DOD 5200.1-R)

AFR 4-29, Air Force Data Management and Standards Program

AR 25-9, Army Data Management and Standards Program

FIPS PUB 127, Database Language SQL (ANSI X3.135, 1986)

FIPS PUB 156, Information Resource Dictionary System (IRDS) (ANSI X3.138, 1988)

Guide on Data Information Class Naming Convention, NIST Special Publication 500-149, National Institute of Standards and Technology

A Technical Overview of Information Resource Dictionary System (IRDS), Second Edition, NIST-IR-88-3700, Alan Goldfine and Patricia Konig, National Institute of Standards and Technology

Data Administration Policies for the Military Airlift Command, General Services Administration Contract Deliverable

# ACRONYMS

ADP - Automated Data Processing	JOPES - Joint Operation Planning and Execution System
ANSI - American National Standards Institute	LAN - Local Area Network
C2 - Command and Control	MILSTAMP - Military Standard Transportation and Movement Procedures
DA - Data Administrator	NIST - National Institute of Standards and Technology
DBA - Database Administrator	OPR - Office of Primary Responsibility
DBMS - Database Management System	RFI - Request for Information
DRD - Data Requirement Document	RFP - Request for Proposal
EDI - Electronic Data Interchange	SAT - System Acceptance Test
EDIA - Electronic Data Interchange Association	SQT - Software Qualification Test
EDIFACT - Electronic Data Interchange for Administration, Commerce and Transport	TCAIMS - Transportation Coordinators' Automated Information for Movements System
FDC - Functional Data Coordinator	TCC - Transportation Component Command
FIPS - Federal Information Processing Standards	TCDD - USTRANSCOM Corporate Data Dictionary
FOIA - Freedom of Information Act	TRANS INT - Transportation Intelligence
FOUO - For Official Use Only	TRANS PLAN - Transportation Planning
GTM - Global Transportation Management	TRANS REP - Transportation Reporting
GTN - Global Transportation Network	USMTF - United States Message Text Formatting
IE - Information Engineering	WAM - WWMCCS ADP Modernization
IRDS - Information Resource Dictionary System	WISDIM - Warfighting and Intelligence Systems Dictionary for Information Management
IRM - Information Resources Management	WWMCCS - Worldwide Military Command and Control System
IS - Information System	
JDSSC - Joint Data Systems Support Center	

## DATA MANAGEMENT ACTIVITIES

**A3-1. Life Cycle of Data.** Data is managed throughout its life cycle; i.e., from requirements determination, through creation and maintenance, to archival or deletion.

**A3-2. Data Management Activities.** The principal activities of data management include strategic planning, data element standardization, data security, data synchronization, and database development and maintenance.

**A3-3. Information Resources Management.** IRM promotes the concept of information as a corporate resource to be shared throughout the organization. It includes the strategic planning aspects of data management and involves the development and maintenance of long-range plans and information models.

**A3-4. Information Models.** Information models provide the foundation for organizing and managing data and determining system development by identifying activities performed by an organization in support of its mission. It is used to plan the developments of databases and information systems by organizing the data into logical groups for review and approval, by determining the users and flows of the data, and by determining data element provenance.

**A3-5. Information Class Proponent.** Organization responsible for the provenance function of a given data element, to include the availability and quality of the data.

**A3-6. TRANSCOM Corporate Data Dictionary.** The TCDD is the central repository of USTRANSCOM's corporate metadata (information about data) with the descriptive information about corporate data elements.

**A3-7. Data Element Standardization.** These standards include the characteristics of data elements, such as name,

definition, attributes, and the designation of specific data elements as corporate standard data elements or generic data elements.

**A3-8. Data Security.** Data security involves activities concerning protection of data and information. This includes physical protection of data, control of user access, data labeling, and collection and dissemination of information covered by the Freedom of Information Act (FOIA), For Official Use Only (FOUO), and the Privacy Act (PA).

a. Office of Administration (TCDA) is the responsible office for managing the command FOIA, FOUO, and PA programs. Release of information to the public is processed by the command FOIA Manager (TCDA-RM).

b. The publications governing the programs are:  
DOD 5400.7R, DOD Freedom of Information Act Program.

USTRANSCOM 4-3, USTRANSCOM FOIA Program.  
USTRANSCOMR 4-4, USTRANSCOM FOUO Program.

DOD 5400.11R, DOD Privacy Program.

USTRANSCOMR 12-1, Personnel Management System and Social/Special Events Planning

**A3-9. Data Synchronization.** Data synchronization addresses the consistency, accuracy, reliability, integrity, and timeliness of data used and generated by systems. It also addresses the planning, storage, scheduling, and maintenance of data and the exchange of data among authorized users and systems.

**A3-10. Database Development.** This addresses the design, development, documentation, interface, and integration of databases. It includes standard procedures and methods for developing and maintaining databases.



## DA/DBA/USER ROLES AND RESPONSIBILITIES

### A4-1. Data Administrator Roles and Responsibilities. The Command Data Administrator will:

a. Develop command data management policies, detailed standards, procedures and applications in support of the USTRANSCOM Data Management and Standards Program.

b. Establish responsibilities of Information Class Proponents, DAs, DBAs, and users for the data management activities, and define the relationships between them.

c. Designate an OPR within their organizations for each Information Class.

d. Establish and use an integrated USTRANSCOM and Component Dictionary as a tool to manage and control data.

e. Provide TCDD access to users as needed including distributing updates.

f. Maintain an environment throughout USTRANSCOM for identifying and documenting data requirements to meet user information requirements and ensuring integration of those requirements where practical.

g. Standardize USTRANSCOM Data Elements. This activity addresses the standardization and management of data elements and their attributes. Focus will be on the policies and procedures for creating, standardizing, storing and managing data elements within USTRANSCOM and TCCs' databases. The DA will:

(1) Execute the USTRANSCOM data element standardization policy by developing, coordinating, and implementing procedures and criteria for managing standard elements to include identification, classification, naming convention, development, documentation, and overall coordination of USTRANSCOM standards.

(2) Set guidance and direction for data element standards.

(3) Conduct reviews and grant approval of candidate standard elements.

(4) Assign and forward standard elements from systems external to USTRANSCOM to the appropriate Information Class Proponent for coordination.

(5) Ensure the identification and adjudication of Information Class assignment of standard elements to conform with the USTRANSCOM and TCCs' Information Models.

(6) Represent both USTRANSCOM and the TCCs in external data standards programs for program management and policy issues. Designate technical representatives to serve on technical panels and working groups.

(7) Ensure that USTRANSCOM and TCC standard elements are formally proposed for adoption to external data standards programs where appropriate.

(8) Approve all generic elements.

h. Implement naming convention rules that are in accordance with those established in either AFR 4-29, AR 25-9, or JCS Pub 6-03.15. Unless local requirements dictate otherwise, the naming rules contained in JCS Pub 6-03.15 shall prevail.

i. Establish data dictionary access, security (in conjunction with the USTRANSCOM Security Office), and integrity policies that provide for the following:

(1) When reviewing candidate standard elements, verify that Information Class Proponents consider the Paperwork Reduction Act, FOIA, FOUO, the PA, and associated regulations, along with security classification and operational security guides.

(2) All data in the USTRANSCOM dictionary will be shared to the greatest extent possible unless specifically limited by law, regulation, or security restrictions. Dictionary updates will be limited to the Command DA or the Command DBA.

(3) Data security classification will be identified and maintained as part of the standard data element definition.

j. Use Information Engineering (IE) techniques to develop logical databases. The IE approach provides the framework for life-cycle project management by formulating a data model based upon the mission of the project. The data model provides a road map to the database structure and allows for staged development of systems based on subject databases and data dependencies.

k. Provide long-range data planning and analysis support by:

(1) Implement methods and techniques used in long-range data planning.

(a) Develop and maintain data-related information initiatives in long-range plans. These initiatives should reflect the development of databases which many applications can share.

(b) Use IE modeling for all data architecture development. Each organizational data architecture will relate to the data architecture of the next higher echelon (e.g., the GTN data architecture to JOPES data architecture).

(2) Develop and implement a USTRANSCOM/TCC wide plan that will guide the development of applications and databases consistent with the USTRANSCOM data management policy.

(3) Provide functional area guidance on data management for long-range planning.

l. Identify training requirements to use in developing formal course material. Develop training plans for a comprehensive training program which addresses all aspects of data management and monitor the overall effectiveness of that training.

m. The USTRANSCOM Command DA, in conjunction with the TCC DAs, will ensure Information Management control by:

(1) Reviewing external data management policies for possible conflicts.

(2) Adjudicating conflicts between USTRANSCOM, the TCCs, and Information Class Proponents on data management issues.

(3) Reviewing and approving requests for data management exemptions and waivers from data standards and other data management requirements.

n. Ensuring data quality and integrity by:

(1) Establishing policy for the management and synchronization of data flows within the TCCs.

(2) Establishing standards and procedures for implementing data synchronization USTRANSCOM wide.

(3) Resolving data synchronization issues.

o. Participate in the review of contract proposals and evaluations to verify that requirements for IRM and data standardization are met.

### A4-2. Database Administrator Roles and Responsibilities. The Command DBA at each level will:

a. Provide technical support to the Command DA.

(1) Provide procedures and technical standards in the areas of database development and maintenance, dictionaries, and organizational database administration.

(2) Direct and approve overall development and implementation of the TCDD and related tools that support data management activities and tasks. Formulate procedures and guidance for access and use of the TCDD.

(3) Identify and document the organizations which are authorized to create, update, or retrieve data values in the USTRANSCOM or component systems or databases.

(4) Identify and implement an IE methodology for USTRANSCOM wide use and provide an automated tool kit to support the use of the methodology.

b. Enforce data management policies and procedures.

(1) Ensure that all automated system designs, developments, modifications, modernizations, implementations and life cycle management support the USTRANSCOM Data Management and Standards Program.

(2) Ensure that all data element names are developed using the data naming conventions prescribed in this data management program.

(3) Enforce data element standards.

(a) Submit as part of the Information Class Proponent Functional Review, candidate standard elements to the Command DA for technical review. The candidate elements must be standardized using the procedures defined in higher level documents, such as AFR 4-29, AR 25-9, or JCS Pub 6-03.15. Approve candidate data elements within their functional area, and submit to the Command DA for implementation.

(b) Designate an OPR within their organization for each standard element for which they are the proponent. The OPR will have the responsibility for establishing functional area data resource management policy and monitoring the implementation of that policy to assure the attainment of the USTRANSCOM data management objectives. The OPR cannot be a DA.

c. Provide for, or delegate responsibility to:

(1) Monitor database performance. DBAs will maintain an ongoing effort to measure and evaluate the use of data by database and automated systems, and to monitor the environmental changes affecting performance. Measurements established for those standard elements that are deemed critical (e.g., response time, line traffic, mean time-to-failure, etc.) will be monitored and evaluated regularly, and historical information kept so that trends can be observed and, whenever possible, problems can be avoided or minimized. Database size will be monitored with regards to the need for database reorganization.

(2) Evaluate database performance. DBAs will determine if data is being exchanged across databases, automated systems, and functional lines. Recommendations pertaining to database optimization may be made to the database and application developers. Projected activities in databases and automated systems will be compared to actual activities. All recovery, security, and synchronization procedures and processes will be monitored to ensure that they actually function as designed.

(3) Recommend standard elements archiving. The Command DBA will recommend to the Command DA the

archiving of any standard element that is no longer needed or cost effective to maintain and manage. Consideration must be given to the use of the standard element in manual systems, forms, reports, messages, and supporting publications. Standard elements nominated and approved for archiving will be maintained as archived standard elements in the TCDD for a period of time as prescribed by law or regulation.

(4) Support installation and maintenance of database and data dictionary systems and software. The DBA is responsible for technical issues related to data and is most concerned with data management software selection and update, data dictionary maintenance, local database access, physical data security controls, database backup, restore, reorganization, and recovery.

(5) Software development and testing. Ensure compliance with established standard elements through formal data management reviews conducted immediately after the data requirements are defined, during system development, during the Software Qualification Test (SQT), and during the System Acceptance Test (SAT). Additionally, monitor compliance with data standards during structured walk-throughs and reviews of technical documentation.

(6) Physically implement logical database design. This area includes:

(a) Initialization - requirements analysis feasibility studies, planning, and system selection.

(b) Design - physical database design, creation and loading of data, and programmer support.

(c) Operational support - performance monitoring and evaluation, maintenance of data integrity, efficiency improvement, and user support.

**A4-3. Program Manager, Developer, and User Responsibilities.** This group will:

a. Make data requirements known to information planners to be included in long-range data plans, planning documents and information management plan initiatives. This includes data distribution, access, redundancy, and synchronization requirements.

b. Observe Data Element Standards.

(1) Review standard elements in the TCDD to determine if an existing standard data element satisfies the data requirement.

(2) Develop and submit candidate standard elements or changes to an existing standard element through the standardization process when no existing standard element is found which satisfies the requirement.

(3) Develop a Data Requirement Document (DRD) for each new or redesigned system. This document will include all data elements needed and their attributes.

(4) Ensure that all data elements listed in a DRD have been standardized.

(5) Identify and review data quality and integrity requirements for information flows.

(6) Provide to system developers those standard data elements needed for database development and maintenance.

## USTRANSCOM DA/DBA INTRA-COMMAND RELATIONSHIPS

**A5-1. Overview.** The individual system DAs and DBAs within the headquarters are responsible to the Command DA and DBA. The component DAs and DBAs respond to the Command DA on matters pertaining to USTRANSCOM corporate data.

**A5-2. Directorate Responsibilities.** The following USTRANSCOM organizations have been assigned data administration responsibilities:

a. Deputy Director/TCJ2-D will serve as the OPR for the GTN Transportation Intelligence (TRANS INT) segment.

b. Logistics/TCJ3/J4-L will:

(1) Exercise oversight of the USTRANSCOM Data Management and Standards Program as the Command DA.

(2) Execute the data management program as outlined by this regulation and other governing documents.

(3) Convene regular meetings of the DAs at the appropriate level for the purpose of initiating communication that is vital to the promotion of data sharing and the resolution of conflicts.

(4) Ensure each USTRANSCOM directorate appoint a minimum of one Functional Data Coordinator (FDC). The FDC provides data administration expertise to USTRANSCOM functional areas. They are responsible to the USTRANSCOM DA for the correct implementation of data administration policies and procedures within their functional area.

(5) Maintain a current list of all DAs, DBAs, and FDCs.

(6) Serve as the OPR for EDI and the Transportation Coordinators' Automated Information for Movements System (TCAIMS).

(7) Provide support for solicitation development for Requests For Information (RFI) and Request For Proposal (RFP) documents involving the development or use of command data resources.

(8) Assist in the evaluation of contract proposals for compliance with data management practices.

c. Operations/TCJ3/J4-O will:

(1) Serve as the GTN Functional DBA for requirements definition.

(2) Serve as the Interim JOPES Network Functional Database Manager until this responsibility is transferred to the Joint Data Systems Support Center (JDSSC).

(3) Provide the services of the USTRANSCOM JOPES Data Administrator.

d. JOPES Project Group/TCJ3/J4-J will:

(1) Serve as the OPR for the GTN Transportation Reporting (TRANS REP) segment.

(2) Develop the USTRANSCOM data interchange documents for JOPES, GTN, and other systems as required.

e. Strategy and Studies Division/TCJ5-S will:

(1) Serve as the OPR for the GTN Transportation Planning (TRANS PLAN) segment.

(2) Serve as the DA/DBA for the TCJ5 segment of the USTRANSCOM Command and Control (C2) Local Area Network (LAN).

f. Development Division/TCJ6-D will:

(1) Serve as the DBA for the WWMCCS and WWMCCS ADP Modernization (WAM) systems.

(2) Provide user support for the USTRANSCOM ADP environment.

(3) Serve as the Technical DBA in support of JOPES.

g. GTN Division/TCJ6-G will:

(1) Serve as the Command DBA. In this role, TCJ6-G is responsible for enforcing the policies that are defined in this regulation and other governing documents.

(2) Serve as the Technical DBA in support of USTRANSCOM's GTN development program.

(3) Provide data element correlation support for GTN requirements.

h. Programs and Resources Division/TCJ6-P will validate all DA and DBA policies and procedures within TCJ6.

## USTRANSCOM CORPORATE DATA DICTIONARY

**A6-1. Purpose.** The TCDD will support an orderly migration from USTRANSCOM's existing stovepipe, automated systems environment to the objective shared database environment by providing ready access to all data used in the USTRANSCOM environment. It will also assist in designing and managing logical data models. As the TCDD evolves to a more active data dictionary, it may be used for code generation, network database management, database access directions, value or table editing, etc. The TCDD will support liaison among creators and users of USTRANSCOM data, system developers, Information Class Proponents, DAs, and DBAs.

**A6-2. Objectives.** The specific objectives of the TCDD are to:

a. Capture and store data about data elements and their attributes. The scope and documentation about standard elements include:

(1) Standard element names, definitions, mnemonics, identifiers, and other attributes;

(2) Application programs and databases using or changing the data element values;

(3) Associated information class, process and subject area;

(4) Information class proponentcy. As the TCDD evolves, it will include the following attributes: Standard elements, as identified in Information Models, and equivalent external program data standards.

b. Provide convenient on-line data element documentation query and reporting capabilities throughout USTRANSCOM for use by Information Class Proponents, DAs, DBAs, system developers, and users.

c. Provide the capability to track the state of each standard element throughout its life cycle, from its proposed candidacy through its archiving and subsequent retirement.

d. Provide the capability to identify the impact of proposed changes in standard elements as required by the Information Resource Dictionary System (FIPS 156).

**A6-3. Standard Data Element Attributes.** The TCDD will list attributes which describe generic elements, data elements, and aliases. All attributes do not apply to all three. The attributes are defined in AFR 4-29, AR 25-9, and JCS Pub 6-03.15. These attributes apply to specific types of data elements.

**A6-4. Uses of the TCDD.** The data management program may include:

a. Documenting the components and relationships of data architectures (e.g., entities, relationships, functions, organizational areas, etc.).

b. Documenting and controlling the logical data model.

c. Documenting the physical data design (e.g., data elements, records, databases, etc.).

d. Documenting applications and their use of data.

e. Generating appropriate development documentation (e.g., reports for dictionary documented items, or cross-reference listings across system components).

f. Documenting the distribution of data and applications.

g. Support for configuration management and data synchronization.

h. Enforcing naming conventions and TCDD content standards.

**A6-5. Future TCDD Objectives.** Future versions of the TCDD will provide support to the other data management activities as it evolves to become the TCDD.